



## Call for Expressions of Interest (CEI) to establish an EUAA list of Remunerated External Experts for deployment in EUAA Asylum Support Teams

Reference: EUAA/MLA/2024/CEI/0010

### 1. Contracting Authority

The Contracting Authority for this Call for Expressions of Interest ('CEI') is the European Union Agency for Asylum ('the EUAA' or 'the Agency') - MTC Block A, Winemakers Wharf, Grand Harbour Valletta, MRS 1917, Malta.

The EUAA is an agency of the European Union set up by [Regulation \(EU\) 2021/2303](#) of the European Parliament and of the Council. The Agency:

- acts as a centre of expertise on asylum;
- contributes to the development of the Common European Asylum System by facilitating, coordinating and strengthening practical cooperation and information exchange among Member States on their asylum and reception systems;
- supports Member States when carrying out their tasks and obligations in the framework of the CEAS;
- provides effective operational and technical assistance to Member States, in particular when their asylum and reception systems are subject to disproportionate pressure;
- provides evidence-based input for EU policymaking and legislation in all areas having a direct or indirect impact on asylum.

Dedicated email address for the purpose of this CEI: [experts.operations@euaa.europa.eu](mailto:experts.operations@euaa.europa.eu)

### 2. General description of the procedure

[This procedure is based on the provisions of Article 242 of the EU Financial Regulation \(EU, Euratom\) 2024/2509<sup>1</sup> of the European Parliament and of the Council of 23 September 2024 and Article 93 of the EASO Financial Regulation<sup>2</sup>.](#)

This CEI is directed only to natural persons.

Any expressions of interest by applicants are to be submitted in accordance with the rules set out in this CEI.

<sup>1</sup> [Regulation \(EU, Euratom\) 2024/2509 of the European Parliament and of the Council of 23 September 2024 on the financial rules applicable to the general budget of the Union \(recast\) \(hereinafter referred to as 'Financial Regulation'\)](#). References in the documents to the Regulation (EU, Euratom) 2018/1046 of the European Parliament and of the Council of 18 July 2018 on the financial rules applicable to the general budget of the Union shall be construed as references to the Financial Regulation and shall be read in accordance with the correlation table, provided in Annex II to the Financial Regulation.

<sup>2</sup> [Management Board Decision No 54 of 14 August 2019 on the EASO Financial Regulation as amended by the Decision No 74 of the Management Board of The European Asylum Support Office of 28 July 2021 \(https://euaa.europa.eu/sites/default/files/MB-Decision-no-74-Amending-MB-Decision-no54.pdf\)](#)



Pursuant to the CEI, the Agency envisages to engage external experts to form part of Asylum Support Teams. However, the Agency may moreover engage external experts not forming part of Asylum Support Teams as such, but who still provide operational, technical and/or administrative assistance to Member States.

Persons employed by an entity represented at the EUAA Management Board or any EU institution, body or agency are not eligible to submit an application in response to this CEI. Any such applications would subsequently be rejected without consideration of merits.

Following the assessment of eligible applications only, the Contracting Authority will draw up a list of external experts (hereafter 'the List') who meet the selection criteria set out in point 9.

The List will be drawn up for each of the profiles described in Annex 1 to this CEI. Assessments of applications on eligibility and on selection criteria will be carried out on a regular basis. The EUAA will inform all applicants on the outcome of their applications in terms of whether they have been included in the List and if so, the level of seniority assigned for the profile concerned. Following this communication, the experts will be invited to indicate the minimum level of seniority they would like to be further assessed and considered for in relation to future assignments.

Inclusion in the List as an external expert does not entail any obligation for the EUAA to sign a contract. The EUAA retains full discretion to decide on concluding (individual) contracts with specific external experts included in the List, depending on its operational needs and priorities, in accordance with the procedure set out in point 9.

The List established pursuant to this CEI will entail a mechanism for the selection of experts who will provide services to the EUAA in a personal capacity using their expertise and knowledge.

External experts included in and/or engaged pursuant to the List are not employed by the Agency<sup>3</sup>, do not constitute temporary agency workers, do not act or speak on behalf of the EUAA, and the Agency cannot be held responsible for their actions and expressions.

This CEI must be read in conjunction with the following annexes published on the EUAA's website:

- Annex 1: Expert Profiles;
- Annex 2: Daily Fees Experts;
- Annex 3: Model Contract;
- Annex 4: Equivalence Table of Certificates.

### 3. Expiry date of the Call for Expressions of Interest

This CEI remains valid for three years from the date of its **(first) publication on the EUAA's website**:

<https://euaa.europa.eu/procurements/call-expressions-interest-cei-establish-euaa-list-remunerated-external-experts-deployment-euaa-asylum-support-teams>

Applicants may apply at any time prior to the last three months of expiry of the CEI.

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<sup>3</sup> Similarly, any external experts engaged pursuant to this CEI do not form part of the EUAA's organisational/hierarchical structure.



#### 4. Registration procedure

Applicants may apply for a **maximum of 3 out of the 19 profiles included in Annex 1.**

#### 5. Information to be provided during registration

Applicants interested in providing services in accordance with the profiles listed in Annex 1 to the CEI and fulfilling the requirements set out in the CEI are invited to submit their application through the designated online application tool, accessible via the following link: <https://cei.euaa.europa.eu/>. All applications are assessed solely against the relevant professional qualifications and experience detailed by applicants in the various information fields contained in the online application tool. Any additional information provided outside the online application will not be taken into consideration. The EUAA may however ask applicants to clarify information included in their online application.

More detailed information on submitting an application is available in the FAQ section – [here](#).

#### 6. Use of the List resulting from this Call for Expressions of Interest

The List will be used exclusively for the provision of services in accordance with the profiles set out in Annex 1. Assignments of specific external experts are subject to the following ceiling:

- The value of any individual contracts must stay below the thresholds for the award of public contracts<sup>4</sup> referred to in Article [178](#) of the EU Financial Regulation (currently EUR 143 000 - excluding allowances and travel costs);
- As a general rule, after the total cumulative length of any contracts reaches 560 days of service-provision per external expert during the validity of this CEI, subject to the overall maximum total amount of payments of fees under this CEI, an interruption period needs to be respected.

After reaching the respective thresholds mentioned above, whichever comes first, a minimum period of six calendar months needs to be respected before any further assignment starts. The duration of the validity of a contract with an external expert can go beyond the validity of the CEI provided that the above ceilings are respected.

#### 7. Full description of the profiles covered by the Call for Expressions of Interest

The profiles covered by this CEI are set out in Annex 1 thereto. Any external expert who receives an assignment from the EUAA pursuant to this CEI is to perform one or more of the tasks in line with the provisions of Annex 1 to this CEI and as further described in the contract regulating the individual assignment.<sup>5</sup>

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<sup>4</sup> The threshold will be updated as per the regular 2-yearly updates of the threshold as part of the EU Financial Regulation and will be valid according to the moment of the award decision.

<sup>5</sup> The Indicative Tasks in the overview of profiles (Annex 1) are an overview of possible tasks/deliverables which Remunerated External Experts (REEs) under these profiles can be requested to carry out for specific assignments. Not all listed tasks/deliverables will necessarily be included, and other or additional tasks/deliverables related to these profiles can be included in any final contract with REE when and if selected.

## 8. Exclusion criteria

An applicant shall be excluded from submitting an application in response to this CEI if they are in any of the exclusion situations [as specified in Article 138 Exclusion criteria and decisions on exclusions of the EU REGULATION \(EU, Euratom\) 2024/2509](#) (detailed list is provided in the online application tool).

## 9. Selection criteria: Criteria relating to technical and professional capacity

The particular qualifications and experience required for each profile are set out in Annex 1 to this CEI.

The required professional qualifications and experience will be assessed solely on the basis of the information contained in the applicant's online application.

The procedure will be objective and follow the principles of non-discrimination and equal treatment.

The EUAA reserves the right to request evidence or proof of statements included in the online application, including through a reference check. The EUAA also reserves the right to - at any time - request a recent criminal record, or equivalent certificate, not older than six months. Annex 4 to the CEI provides an equivalence table of certificates with regards to the criminal records issued by the authorities of the Member States of the European Union and Schengen Associated Countries.

Eligible external experts who fulfil the selection criteria will be placed on the List.

External experts are invited to regularly update their application to reflect important updates and resubmit this to the EUAA (at their own discretion). The updated application will be re-assessed taking into consideration the updates.

## 10. Place of delivery

The place of delivery of the services/location of assignment is fixed in the contract concluded with the expert and may be any location where the EUAA carries out its activities, including provision of assistance to Member States in locations outside the EU. In principle, the expert is not always required to carry out their tasks at the respective location of assignment (intra-muros). However, physical presence of the expert at the premises of the EUAA and/or national authorities may be required when this is needed in the light of specific operational needs. In certain cases, tasks may also be performed remotely<sup>6</sup> (extra-muros) using electronic communication tools, if so, requested by the EUAA. During an assignment, external experts may further be requested, if the need arises, to travel to locations other than the location of assignment, including locations outside the EU, for the performance of their services.

If the nature of the tasks and performance of the contract would require this, the location of assignment may also be changed by the EUAA. Point 12 provides information about the conditions for reimbursement of travel and subsistence expenses. Where necessary, further details will be specified according to the tasks and circumstances, upon the conclusion of the contract governing the individual assignment.

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<sup>6</sup> *The remote provision of services by external experts will be without prejudice to their formal 'place of assignment' determined in the respective contract concluded with the EUAA.*



## 11. Contracting

Upon the need for a specific assignment relating to any of the profile(s) described in Annex 1 to this CEI, an external expert included in the List may be selected by the EUAA for carrying out certain services. Prior to any specific assignment, an additional written and/or oral assessment of a number of external experts' professional qualifications and/or experience, may be carried out by the EUAA, in order to further determine their suitability for the specific assignment at hand.

The EUAA aims to select external experts for specific assignments in a balanced manner, ensuring an adequate rotation and taking into consideration their skills, professional experience and knowledge, other capacities and language skills - in accordance with the requirements best matching the requisites of the specific tasks. Based on operational needs, the EUAA may use specific selection criteria, such as previous experience in the asylum, migration or other contexts in the EU. Whilst maintaining the principle of selecting the most qualified external experts, the EUAA, to the extent possible, promotes equality between men and women in all its activities and acts in accordance with the principles of non-discrimination, equal treatment and absence of conflicts of interest.

**The application of a candidate who has initially declared via email to be available for a specific assignment and, following assessment and selection, rejects three (3) consecutive offers (regardless of the country of deployment and profile), may not be considered for future assignments during a period of 12 months.**

Upon acceptance of an assignment, the external expert concerned will be required to sign a specific contract with the EUAA. A model contract is found in Annex 3 to this CEI.

## 12. Conditions of remuneration and reimbursement of expenses

External experts who possess the experience in line with the Profile Requirements in Annex 1 to this CEI in the field covered by the specific assignment, shall be remunerated at a fixed fee per day of service provision (as set out in Annex 2).

The applicable fees correspond to the seniority-levels the Experts are offered an assignment for – Support Expert, Expert or Senior Expert – and are adjusted according to the country-group the place of assignment forms part of (see Annex 2), as determined in the Contract.

Travel and subsistence expenses will be reimbursed by the EUAA in accordance with the specific conditions set out in Annex III to the model contract<sup>7</sup>.

External experts must perform any contract in compliance with its provisions and all legal obligations under applicable EU, international and national law (including, *inter-alia*, taxation, social security and labour laws). Furthermore, external experts must take out a third-party liability insurance when offered a contract by the EUAA.

## 13. Protection of personal data

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<sup>7</sup> Which in itself is Annex 3 to this CEI.



Any personal data necessary for the purpose of the establishment and management of the List will be processed in accordance with Regulation (EU) 2018/1725<sup>8</sup> of 23 October 2018 on the protection of natural persons with regards to the processing of personal data by the Union institutions, bodies, offices and agencies and on the free movement of such data, and repealing Regulation (EC) No 45/2001 and Decision No 1247/2002/EC. Unless indicated otherwise, any such personal data will be processed solely for evaluation purposes, as well as the management of the List. Applicants involved in this CEI have the right to access their data and to request that these are rectified or erased.

Details concerning the processing of your personal data are available in the privacy statement at:

[https://euaa.europa.eu/sites/default/files/2024-05/cei\\_data\\_protection.pdf](https://euaa.europa.eu/sites/default/files/2024-05/cei_data_protection.pdf)

The external expert's personal data may be registered in the Early Detection and Exclusion System (EDES) if they are in one of the situations mentioned in Article [138](#) of the EU Financial Regulation. For more information, see the privacy statement at:

[https://ec.europa.eu/info/strategy/eu-budget/how-it-works/annual-lifecycle/implementation/anti-fraud-measures/edes\\_en](https://ec.europa.eu/info/strategy/eu-budget/how-it-works/annual-lifecycle/implementation/anti-fraud-measures/edes_en)

References in the above-mentioned privacy statement to 'the Commission' should be read, where applicable, as references to 'the EUAA'.

#### **14. Ex-post transparency**

If an external expert has concluded a contract totalling more than EUR 15.000,00, the name, locality (country of origin), amount, and subject of the contract will be published on the website of the EUAA no later than 30 June of the year following the contract award. The information will be removed two years after the year of the contract award.

#### **15. Security considerations**

In case an external expert is envisaged for a specific assignment in support of national authorities, then his or her personal data may be transmitted to the respective national authorities in order to verify whether any security and/or other related concerns exist. For further information, please see the Privacy Notice.

#### **16. Date of publication of the CEI on the EUAA website**

Initial publication CEI: 28/06/2024

Dispatch of the notice: 27/06/2024

[Update: 04/06/2025](#)

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<sup>8</sup> OJ L 295, 21.11.2018, p. 39.